

## **JANEWAY FOUNDATION STAFF EDUCATION GRANT GUIDELINES**

**Purpose of Grant:** Funding has been approved by the generosity of the Janeway Foundation Board to be granted to staff of the Children's and Women's Health Program and affiliated Eastern Health staff who work directly with the **pediatric** population to avail of education opportunities that will enhance their clinical practice. Registered Nurses of the Children's and Women's Health Program interested in pursuing CNA Certification/Recertification may also apply. Priority will be given to awarding grants to clinical professionals who do not have access to other funding.

The Staff Education Grant deadline for applications is **February 28<sup>th</sup>** for educational opportunities for the upcoming 12-month period. Deadline dates will be adhered to strictly. All successful applicants will be notified in writing within four weeks from application deadline date.

**Process:** Applications for the Staff Education Grant will be available through email only. Applicants may submit grant requests to Paula Dalley via email: [paula.dalley@easternhealth.ca](mailto:paula.dalley@easternhealth.ca)

Applicants must include a summary for sharing information/knowledge obtained through participation in program/conference with other employees as part of the application process.

**Selection Committee:** The selection committee consists of:

- Program Director, Children's & Women's Health Program
- Division Managers, Children's & Women's Health Program

The committee will review applications and determine if grants are warranted.

**Eligibility:** Applicants must meet the following criteria to be considered:

- Must be currently employed permanent full time/part time in the care of the 0–18-year population for at least 24 consecutive months.***
- Program/Conference must be relevant to applicant's position. Evidence of how this education will benefit clinical practice and patient care must be demonstrated.***
- Funds will only be awarded every 24 months to any one individual.***
- Applicant must have written approval from their Division Manager.***
- Priority will be given to staff who avail of educational opportunities which benefit our pediatric population and families.***

**Payment of Grant:**

- ***Successful applicant(s) should forward completed Cheque Requisition Claim form (found on Eastern Health Intranet, under Forms ch-1303) and applicable receipts to Paula Dalley via email once the education opportunity has been completed.***
- ***All documentation must be completed entirely and SIGNED by the employee, or forms WILL BE returned. Please ensure to include your home mailing address.***

Please note: The Children's and Women's Health Program will not be responsible for expenses more than the approved grant amount.

Completed documentation can be emailed to: [paula.dalley@easternhealth.ca](mailto:paula.dalley@easternhealth.ca)

***PLEASE NOTE: All reimbursements, once approved, are processed by Eastern Health, Accounts Payable Department. Please allow for 4-6 weeks for processing. Reimbursement cheques are sent via external mail through Canada Post to the individual's home address.***